RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

website: Fiscal Resources Committee

Agenda for November 19, 2025

1:30 p.m. - 3:00 p.m.
Zoom Meeting

1. Welcome
2. State/District Budget Update – Iris Ingram
   - SSC – Ask SSC … Proposition 50
   - SSC – State Revenues Exceeding Expectations
   - SSC – California's Affordability Challenge
   - SSC – State Revenues Continue to Outpace Projections
   - SSC – Initiative to Extend Proposition 30 Analyzed by LAO
   - SSC – LAO: California Faces $22 Billion Wall of Debt
   - SSC – PPIC Poll Shows Majority Support for Proposition 50
   - SSC – Will Proposition 98 Settle-Up Become a Budget Balancer?
   - DOF – Finance Bulletin – October 2025
   - LAO Fiscal Outlook
3. 2024/25 CCFS-320 Recalculation Recap
   - FTES Reporting History
4. Faculty Obligation Number (FON)
5. Updated AR 7400 Travel - **ACTION**
6. Standing Report from District Council – Tara Kubicka-Miller
7. Informational Handouts
   - District-wide expenditure report link: https://intranet.rsccd.edu
   - Vacant Funded Position List as of November 3, 2025
   - Monthly Cash Flow Summary as of October 31, 2025
   - SAC Planning and Budget Committee Agendas and Minutes
   - SCC Budget Committee Agendas and Minutes
8. Approval of FRC Minutes – October 15, 2025
9. Other

Next FRC Committee Meeting: January 21, 2026, 1:30-3:00 pm

The Rancho Santiago Community College District aspires to provide equitable, exemplary educational programs and services in safe, inclusive, and supportive learning environments that empower our diverse students and communities to achieve their personal, professional, and academic goals.

COMMUNITY COLLEGE UPDATE

PUBLIC EDUCATION'S POINT OF REFERENCE FOR MAKING EDUCATED DECISIONS

Ask SSC . . . Proposition 50

BY MICHELLE MCKAY UNDERWOOD

 posted October 15, 2025

Q. I know that Proposition 50 asks California voters whether to suspend the congressional district maps drawn by the Citizens Redistricting Commission (CRC) and instead adopt a new, Legislature-drawn map for the 2026, 2028, and 2030 U.S. House elections. What is the required voter threshold for passage? And how would the maps differ from current maps?

A. Proposition 50 requires only a simple majority of voters, meaning 50% plus one of those who cast a ballot must vote to approve the measure for it to pass; it is not subject to a supermajority threshold.Recent polling shows a plurality or slight majority of voters expressing support for Proposition 50. A poll conducted by co/efficient found that likely voters reported 54% in favor, 36% opposed, and 10% undecided. That same poll tested messaging effects, finding that exposure to pro- and con-Proposition 50 messages moved a similar percentage of respondents into a favor or oppose position and left few undecided voters: 57% in favor, 40% opposed, and 4% undecided. A separate Emerson College poll found 51% support, 34% opposition, and 15% undecided.

A recent Public Policy Institute of California (PPIC) blog post, "How Would the Proposition 50 Redistricting Plan Affect Racial and Geographic Representation?" finds that the proposed map mirrors the CRC's map quite closely regarding racial and geographic representation (requirements of the CRC). Both maps produce 16 majority-Latino congressional districts and geographically, the maps differ only modestly—the Proposition 50 map splits one more county, while the share of cities un-split is identical. On "compactness" (simple shapes rather than strange ones), the proposed map is slightly less compact than the CRC's.

Last week, the PPIC held an event to discuss Proposition 50 with parties on both sides of the political debate, an archive of which can be found here.

The special election takes place in less than three weeks, on Tuesday, November 4, 2025.

COMMUNITY COLLEGE UPDATE

PUBLIC EDUCATION'S POINT OF REFERENCE FOR MAKING EDUCATED DECISIONS

State Revenues Exceeding Expectations

BY MEGAN BAIER

posted October 16, 2025

The State Controller Malia M. Cohen published her monthly report on the state's General Fund revenues, disbursements, and actual cash balances for the current fiscal year through September 30, 2025.

Cash receipts for the fiscal year to date are exceeding estimates in the 2025-26 Budget Act by $4.5 billion, approximately 9%. Fiscal year-to-date expenditures were also higher than Budget Act estimates by $2.1 billion, or 3.3%.

Personal income taxes totaled $3.9 billion, approximately 14.7% above Budget Act projections. Corporate tax collections were $90.4 million, falling 2.1% below estimates. Sales and use taxes totaled $76.9 million, about 0.9% below projections.

The state's strong cash position is expected to increase as the tax filing extension for residents of Los Angeles County impacted by the January 2025 wildfires were due yesterday, October 15, 2025.

While the Controller's cash report points to a strong budget position and provides important insights into the state's overall fiscal health, still outstanding for October is the Department of Finance's (DOF) monthly Finance Bulletin. The DOF reports provide important updates to state's economic and revenue position and are what are used to build what will be the next budget proposal offered by the Governor in January.

Despite the positive news, concern still remains about the state's projected structural budget deficit and the impact of federal legislation H.R. 1 on state and local budgets. The Legislative Analyst's Office will provide its budget forecast in mid-November and we will keep you informed of how the fiscal landscape continues to develop.

COMMUNITY COLLEGE UPDATE

PUBLIC EDUCATION'S POINT OF REFERENCE FOR MAKING EDUCATED DECISIONS

California's Affordability Challenge

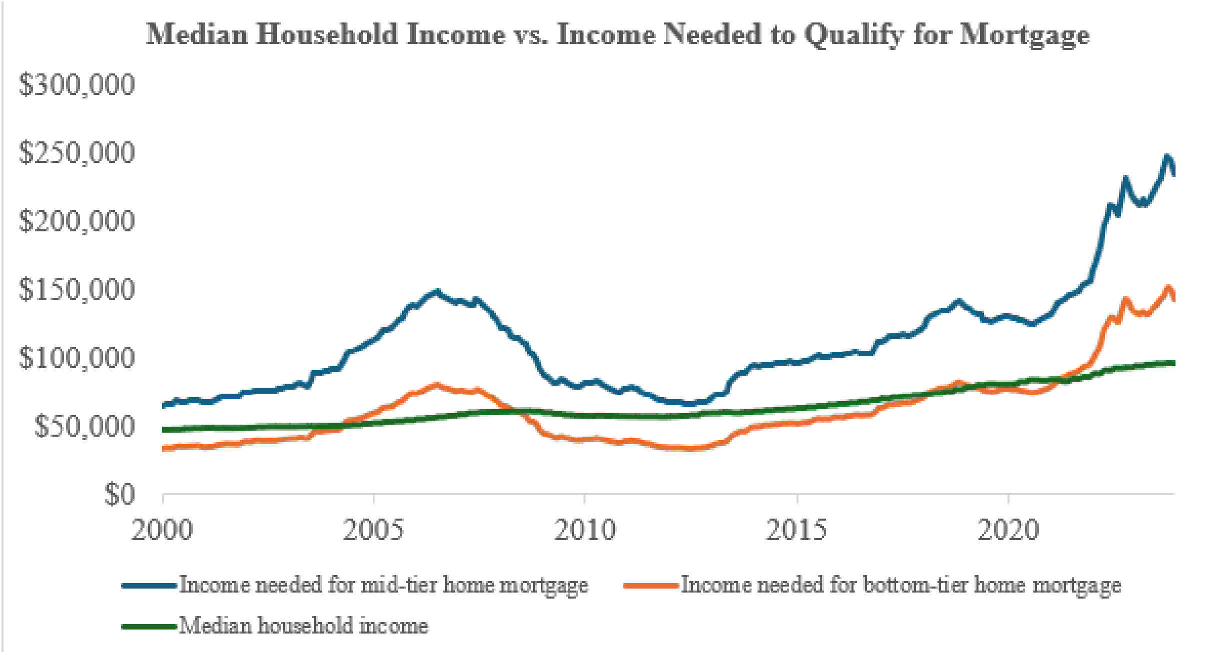
BY PATTI F. HERRERA, EDD
BY WENDI MCCASKILL

posted October 20, 2025

On Wednesday, October 15, 2025, two weeks after the release of its UCLA Anderson Fall 2025 Economic Forecast (Fall Forecast) (see "Economic Forecasts Home in on Jobs" in the October 2025 *Fiscal Report*), UCLA economists and the Bay Area Council Economic Institute co-presented a session entitled, "The Future of Affordability in California." The session began with presentations of the U.S., California, and Bay Area economic outlook, respectively, by Senior Economist Clement Bohr and Economist Thomas Ash, both with the UCLA Anderson Forecast, and Jeff Bellisario, Executive Director of the Bay Area Council Economic Institute. The session also included a number of notable dignitaries and experts such as Assemblymember Buffy Wicks, UC Davis law professor Christopher Elmendorf, and Catherine Cockrum Dean, Founder and President of Elevate California.

Bridging the economic forecast presentation and the panel discussion, Assemblymember Buffy Wicks, who chairs the Assembly Appropriations Committee, offered a candid reflection on California's housing politics and the "reset" underway in Sacramento. She described her own experience growing up in a trailer as the foundation for her lifelong focus on housing stability, emphasizing that affordability challenges persist. Wicks discussed the historic reforms to the permitting process and the California Environmental Quality Act undertaken as part of the 2025-26 Enacted Budget, highlighting the importance of policy grounded in accountability, transparency, and a fair set of rules for building.

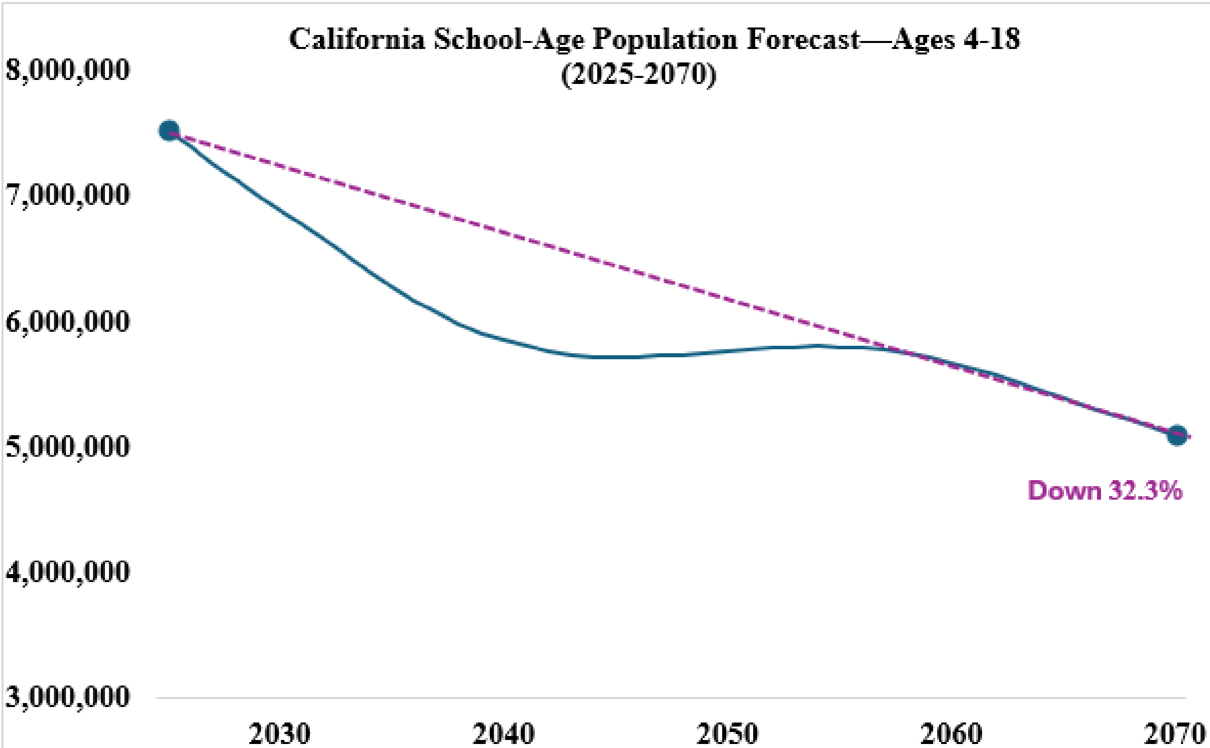
Against that policy backdrop, the day's discussion turned from legislative reform to the underlying economic realities driving California's affordability crisis. The panel moderator, Ahmed Ejaz, emphasized that California's economy is roughly $4.1 trillion, the fourth largest in the world, with growth outpacing several advanced economies. Ejaz also noted that 7 million (17.7%) Californians were in poverty in 2024. Furthermore, the median home price now exceeds $800,000, necessitating an estimated annual income of $220,000 to afford a typical single-family home comfortably. Meanwhile, wages for middle-income households have risen far more slowly. The Legislative Analyst's Office housing affordability tracker, as displayed in the chart below, shows that even a "bottom-tier" home requires an income roughly 50% above the statewide median.



Source: California Legislative Analyst's Office

Bringing attention to geographic location and affordability, panelist Lucas Grunbaum of Paul Hastings LLP explained that improving affordability depends on "setting up a process and a paradigm that works for everyone," so that development can occur "at the scale and pace . . . needed to make all the goods and services of this great state accessible to everyone and all segments of our society." He noted that while California's most dynamic regions remain magnets for high-wage jobs, they are also the least affordable; in contrast, inland areas with lower housing costs often lack the necessary infrastructure and employment base to support sustained growth. Dean added that many Californians are being "left behind" amid economic growth and that affordability remains one of the state's most pressing challenges for working families. She cited the widening gap between high-income households, who contribute nearly 40% of charitable giving and 30% of state income taxes, and the broader population struggling with housing, childcare, and basic costs.

While the panel discussion focused on affordability, a new demographic reality adds another dimension to this discussion. As displayed below, the California Department of Finance's 2025 long-range forecast projects a 32.3% decline in the school-age population (ages 4 to 18) between 2025 and 2070, from just over 7.5 million to approximately 5 million. These figures include all projected school-age children, encompassing those attending both public and private schools.



Source: California Department of Finance

The trend reflects lower birth rates, an aging population, and out-migration of families, many of whom are seeking affordability elsewhere. This has broad implications, including those that affect California's K-12 system and the resources that support it.

- Public-school enrollment will continue its decline, placing fiscal pressure on districts with fixed infrastructure costs.
- Labor-force growth will slow, raising concerns about the state's long-term productivity and tax base.

The panelists expressed measured optimism, highlighting stronger collaboration between business and policymakers, increased transparency, and a renewed focus on data-driven planning. Still, all agreed that progress will be gradual. Dean cautioned that California's affordability challenges "are not going to be solved quickly or easily," emphasizing that lasting progress depends on consistency and continued cooperation among policymakers, partners, and communities. The Fall Forecast projects that California's economy will continue to grow modestly through 2027, buoyed by technology and clean energy investments, but constrained by housing shortages and demographic shifts. The panelists concluded that maintaining economic vitality while expanding access to opportunities will require sustained, coordinated action to align policies, investments, and implementation over time.

COMMUNITY COLLEGE UPDATE

PUBLIC EDUCATION'S POINT OF REFERENCE FOR MAKING EDUCATED DECISIONS

State Revenues Continue to Outpace Projections

BY MEGAN BAIER

posted October 22, 2025

The Department of Finance (DOF) released its *October 2025 Finance Bulletin* today, October 22, 2025, and revenues continue to exceed the projections of the 2025-26 Enacted Budget.

Total revenues for the month of September exceeded Budget Act estimates by $2.1 billion (11.9%), largely due to personal income tax receipts. Personal income tax receipts were $2.3 billion (21.4%) above the forecast, corporation tax receipts were $46 million (-1.6%) below estimates, and sales and use taxes were also below the forecast by $45 million (-1.6%).

Revenues from the "Big Three" taxes, which fund the majority of state government programs, shown below, collectively exceed Budget Act estimates for the fiscal year by $3.4 billion.

2025-26 Fiscal Year-to-Date "Big Three" Tax Revenues
(In millions)

	Forecast	Actual	Difference
Personal Income Tax	$27,044	$30,761	$3,717
Corporation Tax	$4,397	$4,211	-$186
Sales and Use Tax	$8,322	$8,200	-$122
Total	$39,763	$43,172	$3,409

Source: DOF

The *Finance Bulletin* does not yet reflect the tax receipts of Los Angeles County residents who received a tax filing extension due to the wildfires that occurred in January. Next month's bulletin will shed light on the impact of those filings.

Second quarter U.S. real gross domestic product (GDP) grew at a 3.8% seasonally adjusted annual rate. Net exports, personal consumption, and fixed investment all contributed to boosting GDP growth.

In California, real GDP grew by 4.3% in the second quarter of 2025. Notably, the information sector's GDP grew 15.9%, making up 2.5% of the total state GDP. Since the fourth quarter of 2022, information sector growth has dramatically outpaced that of other sectors, accounting for 54.8% of the state's GDP growth, yet making up 2.9% of the state's payroll employment as of August 2025. Comparatively, the U.S. information sector has increased 20.5% since the fourth quarter of 2022 and accounts for 1.8% of U.S. payroll employment as of August 2025.

Building activity has increased by 0.8% since July 2025, but is down year over year by 5.5% compared to August 2024. The price of a median single-family home decreased 1.7% to $883,640 from August to September 2025, but is still 1.8% higher than a year ago.

The government shutdown has impacted several federal statistical agencies, so the September labor market data, as well as the consumer price inflation report, are not available at this time.

COMMUNITY COLLEGE UPDATE

PUBLIC EDUCATION'S POINT OF REFERENCE FOR MAKING EDUCATED DECISIONS

Initiative to Extend Proposition 30 Analyzed by LAO

BY MEGAN BAIER

posted October 22, 2025

The Legislative Analyst's Office (LAO) released its analysis of a proposed constitutional initiative that would make permanent personal income tax rates for high-income earners that are set to expire in 2031.

As we previously reported in the September 2025 *Community College Update* article, "Initiative Launched to Extend Proposition 30," Proposition 30 was first passed in 2012 in response to the state's worsening budget situation to stave off cuts to TK-12 and higher education programs, among others. The proposition increased tax rates on the highest income earners in the state. In 2016, voters approved Proposition 55, extending the higher income tax rates for top earners, which are scheduled to expire in 2031.

Proposition 30 provides significant revenue to the state, between $5 to $15 billion per year, depending on how the economy performs, with approximately 40% of those revenues going to education programs.

Now that the LAO has completed its analysis, the initiative will receive an official title and summary from the Attorney General's (AG) office within 15 days. Once the AG has completed the title and summary, proponents will have 180 days to collect the required 874,641 signatures (8% of votes cast for the Governor in the last gubernatorial election) from California voters in order for the initiative to appear on the November 2026 ballot.

COMMUNITY COLLEGE UPDATE

PUBLIC EDUCATION'S POINT OF REFERENCE FOR MAKING EDUCATED DECISIONS

LAO: California Faces $22 Billion Wall of Debt

BY MEGAN BAIER

BY PATTI F. HERRERA, EDD

posted October 23, 2025

The Legislative Analyst's Office (LAO) released its annual report of California's latest budget in which it revives a term from Governor Jerry Brown's last tenure. In the waning years of his administration, Governor Brown was laser focused on eliminating what was then an estimated $35 billion "wall of debt" the state had accumulated from deferrals and borrowings to address California's protracted budget problem stemming from the Great Recession.

Wall of Debt Revival

According to the LAO, the bricks of today's wall total $21.6 billion and consist of traditional budget instruments along with novel debt features such as the $1.9 billion Proposition 98 settle up and $4.4 billion Medi-Cal "maneuver" that creates future budgetary obligations extending into 2034. Noting that "the administration does not produce an easily accessible, public list" of the state's borrowing, the report provides a table summarizing nearly $10 billion new debt included in the 2025-26 Enacted Budget that increases California's wall of debt from $12 billion to almost $22 billion (Figure 1).

Figure 1. LAO Wall of Debt Summary (in billions)

Borrowing type	Amount
Existing	
Payroll deferral	$1.6
Proposition 98 maneuver (cash borrowing)	6.4
Special fund loans	4.0
Total	**$12.0**
Adopted in 2025-26 Budget Package	
Medi-Cal maneuver (cash borrowing)	$4.4
Settle up	1.9
Special fund loans (unallocated)	1.5
Middle Class Scholarships arrears budgeting	0.9
Special fund loans (allocated)	0.6
University payment deferrals	0.3
Total	**$9.6**
Total Outstanding Budgetary Borrowing	**$21.6**

Importantly, the state relied on new and existing borrowings as part of its multi-prong approach to address a measured $15 billion budget problem. Additionally, the budget included over $5 billion in spending solutions (reductions and fund shifts) and a relatively modest revenue solution ($300 million) related to taxing the profits of financial institutions that operate in multiple states.

While lawmakers were able to cobble together a package enabling them to adopt a balanced budget earlier this summer, the report highlights that California faces budget deficits ranging from $15 billion to $25 billion through 2028-29. The LAO cautions that outyear state revenues are difficult to forecast, which could improve or further deteriorate the long-term budget condition. Nevertheless, the range of estimated deficits do not account for the impact of the passage of House Resolution (H.R.) 1: One Big Beautiful Bill Act that President Donald Trump signed into law on July 4, 2025. Preliminary estimates of the budgetary impact H.R. 1 will have on California total nearly $30 billion when the federal policy changes to Medicaid/Medicare and the Supplemental Nutrition Assistance Program go into full effect.

Revised Revenue Projections

Although not included in the report, the LAO updated its projections of personal income, corporation, and sales tax revenues since the budget was passed in June. The LAO's August post now estimates that "Big Three" tax revenues could beat budget estimates by $20 billion over a three-period (2024-25, 2025-26, and 2026-27) (Figure 2).

Figure 2. Revised "Big Three" Tax Revenues (change from 2025-26 Enacted Budget, in billions)

	2024-25	2025-26	2026-27
Personal Income Tax	$1.0	$10.8	$11.0
Corporation Tax	$1.6	$0.5	-$0.3
Sales Tax	-$0.3	-$1.5	-$1.7
Total	**$2.3**	**$9.8**	**$9.0**

The LAO attributes the revenue improvement to artificial intelligence and the gains that a few technology companies are reaping as a result. The companies have spent and plan to spend hundreds of billions of dollars for data warehousing while also offering lucrative pay packages to attract a skilled workforce. These actions have buoyed their stock market performance, as evidenced by the S&P 500's 50% rise over the last two years.

While unexpected revenues will help to reduce California's budget deficits, the LAO cautions that they are not enough to overcome them completely.

State Spending Limit Problem Unlikely

When the state experiences surges in revenue, those surges can lead to spending problems. The state is constitutionally limited in the amount of revenue it can spend each year—this is known as the State Appropriations Limit (SAL) or Gann Limit, with which most local governments are familiar. The post-COVID-19 boom created a SAL problem; thus, the state found multiple ways to spend revenues that exceeded its limit, including "emergency" investments and infrastructure spending, both of which are exempt from the limit.

Despite the expected $20 billion boost in revenue over the next three years, the LAO forecasts that the state will not hit up against its spending limit in 2023-24, 2024-25, or 2025-26 as it has room to spend an additional $15 billion, $9 billion, and $35 billion in each of those years, respectively.

2025-26 TK-12 and Community College Budget

Finally, the LAO summarizes the education budget by highlighting that the state's Proposition 98 obligation increased by $3.9 billion in 2024-25 and 2025-26 over what was assumed in the 2024-25 Enacted Budget (Note: Amounts are likely to be revised upward with recent state revenue updates).

The LAO reports that the budget only funded $2.0 billion of the $3.9 billion increase, leaving an outstanding $1.9 billion settle up obligation. Initially, the LAO referred to this budget feature as a "spending delay" but now recognizes it as a form of budgetary borrowing—meaning, the state borrowed $1.9 billion in Proposition 98 funds to help address the budget deficit. The state will need to make a settle up payment at some point in the future.

In addition to this outstanding debt, the Enacted Budget relied on one-time funding to pay for ongoing education costs that exceed available Proposition 98 funding by almost $1.7 billion. As one-time solutions expire at the end of the current fiscal year, the state will need to find alternative solutions that could include replacing them with ongoing funds, spending cuts, or further one-time investments.

We will know more about Governor Gavin Newsom's fiscal solutions for education and the rest of the budget when he releases his final budget proposal in early January.

COMMUNITY COLLEGE UPDATE

PUBLIC EDUCATION'S POINT OF REFERENCE FOR MAKING EDUCATED DECISIONS

PPIC Poll Shows Majority Support for Proposition 50

BY KYLE HYLAND

posted November 3, 2025

Tomorrow, November 4, 2025, is the statewide special election to decide Proposition 50, which would suspend the congressional district maps drawn by the Citizens Redistricting Commission and instead adopt new Legislature-drawn maps for the 2026, 2028, and 2030 U.S. House elections (see "New Congressional District Boundaries Headed to the Ballot" in the August 2025 *Community College Update*).

According to the latest statewide survey by the Public Policy Institute of California (PPIC), 56% of likely voters say they would vote "Yes" on Proposition 50, while 43% say they would vote "No," and 1% are undecided. The survey interviewed 1,707 California adults between October 7 and October 14, 2025, and has a 3% margin of error (MOE) for all respondents and a 4.1% MOE for likely voters.

The 56% figure places the measure in the statistical and strategic "green zone"—the mid-50s range where ballot measures are generally considered well positioned to pass, even allowing for the typical late-campaign drift toward "No."

If approved, Proposition 50 would redraw California's congressional maps for the next three election cycles (2026, 2028, and 2030) and remain in effect until the next decennial redistricting in 2031, when the responsibility for drawing congressional boundaries would return to the independent Citizens Redistricting Commission. The measure would have no impact on current Assembly, State Senate, or Board of Equalization district boundaries.

We will provide an update this week on whether the measure succeeds at the ballot box.

COMMUNITY COLLEGE UPDATE

PUBLIC EDUCATION'S POINT OF REFERENCE FOR MAKING EDUCATED DECISIONS

Will Proposition 98 Settle-Up Become a Budget Balancer?

BY PATTI F. HERRERA, EDD
BY MEGAN BAIER

posted November 3, 2025

Governor Gavin Newsom's novel approach to Proposition 98's settle-up mechanism drew much attention from the public education community since he initially unveiled it as part of his 2025-26 education budget proposal last January. Despite the scrutiny, he and the California legislature approved the budget with a built-in settle-up obligation for the 2024-25 fiscal year, totaling $1.9 billion.

As we approach the release of the Governor's 2026-27 State Budget on or before January 10, 2026—the last in his final tenure as the state's chief executive officer—the question is: *What are the Proposition 98 settle-up obligation prospects for next year's budget?*

What Is and What Governs Settle-Up

First things first: What *is* settle-up?

A Proposition 98 settle-up obligation is created when the State Budget appropriates less to TK-12 and community college agencies than the state's constitutional minimum spending requirement for public education in any fiscal year. For the 2024-25 fiscal year, while the budget assumed that the Proposition 98 minimum guarantee was $119.9 billion, it only appropriated $118.0 billion to local educational agencies, leaving nearly $2.0 billion unappropriated and unallocated for local budgeting purposes.

The reason why this treatment of settle-up under Proposition 98 drew scrutiny is because it was the first time that the state knowingly appropriated less than what it assumed its obligation to public education would be for fiscal year 2024-25. In other words, settle-up obligations historically have been determined in the rearview mirror rather than preemptively, like it was in the 2025-26 Enacted Budget.

In its recent analysis of California's current-year spending plan, the Legislative Analyst's Office characterized the budget's novel approach to settle-up as a type of "borrowing"—meaning, the state borrowed money from Proposition 98 to address its budget deficit.

Unlike other obligations under Proposition 98, there are fewer rules governing both the creation and payment of settle-up obligations. By contrast, maintenance factor—when it is created and when payments are required—is determined by the California Constitution. The rules for settle-up, on the other hand, are found mostly in the Education Code and give the state much broader discretion.

Settle-Up Prospects for the 2026-27 State Budget

What we know is that the Enacted Budget's Proposition 98 minimum guarantee assumptions were conservative. We now know that the state's projected obligation to spend $119.9 billion on public education in 2024-25 will increase when the 2024-25 minimum guarantee is certified next year. Thus, we can expect a settle-up obligation of at *least* $1.9 billion, and likely more given that state revenues for 2024-25 beat budget projections by $2.7 billion (not including any delayed tax revenues attributable to the 2024-25 fiscal year from Los Angeles County).

We also know that the 2025-26 Enacted Budget prescribed how any funding from a 2024-25 settle-up payment would be used. Specifically, the budget requires:

- The Director of the Department of Finance (DOF) to update the estimated 2024-25 settle-up obligation based on revised revenues by January 10, 2026

- Settle-up payment(s) to fund "ongoing costs of school and community college programs" and to reduce outstanding and avoid future deferrals

Beyond these requirements, California law affords policymakers discretion over when to make settle-up payments. Education Code Section 41206.03 requires the DOF Director to provide the legislature "a [written] schedule for the allocation of the outstanding balance" between what a budget act appropriated to education versus the certified minimum guarantee. The law does not prescribe a payment schedule nor set conditions for when settle-up payments must be made, unlike the constitutional provisions governing maintenance factor payments.

In addition to the novel settle-up created in fiscal year 2024-25, the state is likely to face a new settle-up obligation in 2025-26 due to current state revenue trends. As these obligations to fund public education mount amid increasing noneducation budget pressures, Proposition 98 becomes more vulnerable to budget maneuvers—some old, some new—like deferrals and borrowings. And it appears that the guarantee's settle-up mechanism could become an attractive budget balancing tool for the state.

We will get a first peek at how the state may address its funding obligations to TK-12 and community college agencies when the Governor releases his 2026-27 Budget in early January.

Changes between Annual (P3) and RECALC

Fiscal Year 2024-2025

SAC						
	Resident			Nonresident		
	P3	RECALC	Difference	P3	RECALC	Difference
Summer						
Noncredit	1,559.97	1,563.67	3.70	0.00	0.00	0.00
Credit	1,449.58	1,449.43	(0.15)	69.68	70.09	0.41
Summer Prior to July 1, 2025						
Noncredit	27.15	27.72	0.57	0.00	0.00	0.00
Credit	8.13	28.56	20.43	0.00	0.27	0.27
Primary Term						
Weekly	4,102.10	4,102.17	0.07	162.89	162.15	(0.74)
Daily	377.36	377.45	0.09	23.34	22.93	(0.41)
PAC-Noncredit	2,081.34	2,081.33	(0.01)	0.00	0.00	0.00
PAC-Credit	2,686.58	2,952.24	265.66	57.63	65.35	7.72
Alternative Weekly	2,614.54	2,607.12	(7.42)	71.93	72.47	0.54
Alternative Daily	3,522.96	3,523.42	0.46	102.59	101.27	(1.32)
Noncredit IS/DE	3,593.80	3,597.37	3.57	0.00	0.00	0.00
Total FTES	**22,023.51**	**22,310.48**	**286.97**	**488.06**	**494.53**	**6.47**

SCC						
	Resident			Nonresident		
	P3	RECALC	Difference	P3	RECALC	Difference
Summer						
Noncredit	538.68	563.92	25.24	0.00	0.00	0.00
Credit	505.74	505.74	0.00	29.37	29.37	0.00
Summer Prior to July 1, 2025						
Noncredit	16.81	17.51	0.70	0.00	0.00	0.00
Credit	0.00	0.00	0.00	0.00	0.00	0.00
Primary Term						
Weekly	1,907.87	1,907.87	0.00	59.39	59.39	0.00
Daily	70.18	70.18	0.00	2.29	2.29	0.00
PAC-Noncredit	1,171.83	1,171.83	0.00	0.00	0.00	0.00
PAC-Credit	56.22	57.50	1.28	1.69	2.23	0.54
Alternative Weekly	1,408.03	1,408.06	0.03	43.20	43.07	(0.13)
Alternative Daily	1,601.78	1,635.51	33.73	56.04	55.73	(0.31)
Noncredit IS/DE	1,367.36	1,371.75	4.39	0.00	0.00	0.00
Total FTES	**8,644.50**	**8,709.87**	**65.37**	**191.98**	**192.08**	**0.10**

District Total						
	Resident			Nonresident		
	P3	RECALC	Difference	P3	RECALC	Difference
Summer						
Noncredit	2,098.65	2,127.59	28.94	0.00	0.00	0.00
Credit	1,955.32	1,955.17	(0.15)	99.05	99.46	0.41
Summer Prior to July 1, 2025						
Noncredit	43.96	45.23	1.27	0.00	0.00	0.00
Credit	8.13	28.56	20.43	0.00	0.27	0.27
Primary Term						
Weekly	6,009.97	6,010.04	0.07	222.28	221.54	(0.74)
Daily	447.54	447.63	0.09	25.63	25.22	(0.41)
PAC-Noncredit	3,253.17	3,253.16	(0.01)	0.00	0.00	0.00
PAC-Credit	2,742.80	3,009.74	266.94	59.32	67.58	8.26
Alternative Weekly	4,022.57	4,015.18	(7.39)	115.13	115.54	0.41
Alternative Daily	5,124.74	5,158.93	34.19	158.63	157.00	(1.63)
		0.00		0.00	0.00	
Noncredit IS/DE	4,961.16	4,969.12	7.96	0.00	0.00	0.00
Total FTES	**30,668.01**	**31,020.35**	**352.34**	**680.04**	**686.61**	**6.57**

Data Source:RG540 & RG940 as of October 13, 2025

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2023-24 FTES (RECALC) ACTUALS WITH SUMMER SHIFT COMPARISON TO 2024-25 FTES (RECALC) ACTUALS

RG reports as of October 15, 2025

		2021-2022 (RECALC) with Summer Shift Actuals as of October 24, 2022			2022-2023 (RECALC) with Summer Shift Actuals as of October 17, 2023			2023-2024 (RECALC) Actuals with Summer Shift as of October 14, 2024			2024-2025 (RECAL) Actuals as of October 15, 2025			2024-2025 Better (Worse) 2024-25 (RECALC) vs. 2023-24 (RECALC) with Summer Shift Actuals		
		TOTAL	SAC	SCC	TOTAL	SAC	SCC	TOTAL	SAC	SCC	TOTAL	SAC	SCC	TOTAL	SAC	SCC
SUMMER 2024 On or After 7/1/2024																
NC		156.71	55.08	101.63	119.40	55.67	63.73	159.89	81.89	78.00	127.91	74.49	53.42	(31.98)	(7.40)	(24.58)
NC-IS/DE		71.06	48.38	22.68	146.75	79.11	67.64	265.61	161.78	103.83	377.93	328.06	49.87	112.32	166.28	(53.96)
CDCP		265.71	150.24	115.47	336.93	223.26	113.67	445.77	357.21	88.56	358.63	297.26	61.37	(87.14)	(59.95)	(27.19)
CDCP-IS/DE		803.28	561.13	242.15	855.00	651.78	203.22	953.24	633.05	320.19	1,263.12	863.86	399.26	309.88	230.81	79.07
CR		1,628.95	1,124.10	504.85	541.51	384.55	156.96	624.39	438.72	185.67	1,955.17	1,449.43	505.74	1,330.78	1,010.71	320.07
SUMMER TOTALS		2,925.71	1,938.93	986.78	1,999.59	1,394.37	605.22	2,448.90	1,672.65	776.25	4,082.76	3,013.10	1,069.66	1,633.86	1,340.45	293.41
FALL2024																
NC	F	282.82	124.79	158.03	305.20	169.17	136.03	358.10	194.73	163.37	378.78	173.08	205.70	20.68	(21.65)	42.33
NC-IS/DE	F	104.43	65.25	39.18	240.96	174.47	66.49	478.63	347.65	130.98	532.35	482.33	50.02	53.72	134.68	(80.96)
CDCP	F	830.11	469.83	360.28	1,021.84	782.73	239.11	1,057.40	774.20	283.20	1,191.72	837.52	354.20	134.32	63.32	71.00
CDCP-IS/DE	F	1,211.61	843.21	368.40	1,101.22	710.37	390.85	1,451.32	938.92	512.40	1,804.09	1,195.70	608.39	352.77	256.78	95.99
CR																
IS, DSCH	F	1,473.45	940.95	532.50	1,779.81	1,200.79	579.02	1,928.85	1,291.21	637.64	2,178.70	1,529.37	649.33	249.85	238.16	11.69
IS, WSCH		1,845.66	1,076.56	769.10	1,881.49	1,257.59	623.90	2,018.58	1,357.45	661.13	2,027.90	1,378.97	648.93	9.32	21.52	(12.20)
DSCH	F	148.59	115.28	33.31	339.39	284.53	54.86	181.37	147.81	33.56	179.63	142.50	37.13	(1.74)	(5.31)	3.57
Positive	F	1,365.64	1,263.56	102.08	1,444.75	1,348.84	95.91	1,359.65	1,241.22	118.43	1,406.68	1,374.06	32.62	47.03	132.84	(85.81)
WSCH		3,301.12	2,311.64	989.48	3,107.41	1,993.72	1,113.69	3,311.55	2,183.46	1,128.09	3,175.13	2,152.70	1,022.43	(136.42)	(30.76)	(105.66)
TOTAL CR		8,134.46	5,707.99	2,426.47	8,552.85	6,085.47	2,467.38	8,800.00	6,221.15	2,578.85	8,968.04	6,577.60	2,390.44	168.04	356.45	(188.41)
FALL TOTALS		10,563.43	7,211.07	3,352.36	11,222.07	7,922.21	3,299.86	12,145.45	8,476.65	3,668.80	12,874.98	9,266.23	3,608.75	729.53	789.58	(60.05)
SPRING2025																
NC	F	125.22	69.62	55.60	342.82	185.23	157.59	407.68	186.43	221.25	415.62	170.99	244.63	7.94	(15.44)	23.38
NC-IS/DE	F	535.81	276.10	259.71	351.65	202.73	148.92	500.30	447.47	52.83	522.24	480.16	42.08	21.94	32.69	(10.75)
CDCP	F	767.69	388.28	379.41	1,253.79	937.51	316.28	1,212.00	867.10	344.90	1,267.04	899.74	367.30	55.04	32.64	22.40
CDCP-IS/DE	F	1,702.71	1,227.93	474.78	1,579.83	919.16	660.67	1,663.32	1,079.70	583.62	2,110.44	1,439.18	671.26	447.12	359.48	87.64
CR																
Jan. intersession	F	774.19	507.74	266.45	910.20	633.65	276.55	1,029.13	711.88	317.25	1,192.71	831.64	361.07	163.58	119.76	43.82
IS, DSCH	F	1,548.96	1,059.77	489.19	1,699.12	1,218.82	480.30	2,059.71	1,450.31	609.40	1,961.95	1,318.50	643.45	(97.76)	(131.81)	34.05
IS, WSCH		1,754.24	1,096.14	658.10	1,930.62	1,214.55	716.07	1,980.97	1,273.23	707.74	1,987.28	1,228.15	759.13	6.31	(45.08)	51.39
DSCH	F	155.83	123.65	32.18	237.46	210.89	26.57	294.70	268.29	26.41	182.15	162.56	19.59	(112.55)	(105.73)	(6.82)
Positive	F	1,372.18	1,314.73	57.45	1,474.84	1,401.87	72.97	1,632.62	1,584.24	48.38	1,514.48	1,494.48	20.00	(118.14)	(89.76)	(28.38)
WSCH		2,571.06	1,706.08	864.98	2,600.96	1,665.53	935.43	2,708.55	1,801.37	907.18	2,834.91	1,949.47	885.44	126.36	148.10	(21.74)
TOTAL CR		8,176.46	5,808.11	2,368.35	8,853.20	6,345.31	2,507.89	9,705.68	7,089.32	2,616.36	9,673.48	6,984.80	2,688.68	(32.20)	(104.52)	72.32
SPRING TOTALS		11,307.89	7,770.04	3,537.85	12,381.29	8,589.94	3,791.35	13,488.98	9,670.02	3,818.96	13,988.82	9,974.87	4,013.95	499.84	304.85	194.99
SUMMER 2025																
NC		0.27	0.27	0.00	0.62	0.62	0.00	54.31	0.54	53.77	1.32	1.13	0.19	(52.99)	0.59	(53.58)
NC-IS/DE		3.05	0.87	2.18	3.43	0.00	3.43	46.02	0.00	46.02	10.47	7.64	2.83	(35.55)	7.64	(43.19)
CDCP		45.47	44.64	0.83	62.67	61.33	1.34	132.80	69.86	62.94	17.92	16.61	1.31	(114.88)	(53.25)	(61.63)
CDCP-IS/DE		9.45	3.53	5.92	4.72	0.87	3.85	54.54	18.70	35.84	15.52	2.34	13.18	(39.02)	(16.36)	(22.66)
CR		40.47	30.37	10.10	55.53	43.01	12.52	26.84	26.32	0.52	28.56	28.56	0.00	1.72	2.24	(0.52)
Summer Shift (CR)		1,307.24	934.59	372.65	1,564.15	1,096.48	467.67	605.00	403.33	201.67	0.00	0.00	0.00	(605.00)	(403.33)	(201.67)
SUMMER TOTALS		1,405.95	1,014.27	391.68	1,691.12	1,202.31	488.81	919.51	518.75	400.76	73.79	56.28	17.51	(845.72)	(462.47)	(383.25)
COMBINED																
NC		565.02	249.76	315.26	768.04	410.69	357.35	979.98	463.59	516.39	923.63	419.69	503.94	(56.35)	(43.90)	(12.45)
NC-IS/DE		714.35	390.60	323.75	742.79	456.31	286.48	1,290.56	956.90	333.66	1,442.99	1,298.19	144.80	152.43	341.29	(188.86)
CDCP		1,908.98	1,052.99	855.99	2,675.23	2,004.83	670.40	2,847.97	2,068.37	779.60	2,835.31	2,051.13	784.18	(12.66)	(17.24)	4.58
CDCP-IS/DE		3,727.05	2,635.80	1,091.25	3,540.77	2,282.18	1,258.59	4,122.42	2,670.37	1,452.05	5,193.17	3,501.08	1,692.09	1,070.75	830.71	240.04
CREDIT		19,287.58	13,605.16	5,682.42	19,567.24	13,954.82	5,612.42	19,761.91	14,178.84	5,583.07	20,625.25	15,040.39	5,584.86	863.34	861.55	1.79
TOTAL		26,202.98	17,934.31	8,268.67	27,294.07	19,108.83	8,185.24	29,002.84	20,338.07	8,664.77	31,020.35	22,310.48	8,709.87	2,017.51	1,972.41	45.10

	2021-2022 SAC	2021-2022 SCC	2022-2023 SAC	2022-2023 SCC	2023-2024 SAC	2023-2024 SCC	2024-2025 SAC	2024-2025 SCC
Non-Credit	44.20%	55.80%	53.47%	46.53%	47.31%	52.69%	45.44%	54.56%
NC-IS/DE	54.68%	45.32%	61.43%	38.57%	74.15%	25.85%	89.97%	10.03%
CDCP	55.16%	44.84%	74.94%	25.06%	72.63%	27.37%	72.34%	27.66%
CDCP-IS/DE	70.72%	29.28%	64.45%	35.55%	64.78%	35.22%	67.42%	32.58%
Credit	70.54%	29.46%	71.32%	28.68%	71.75%	28.25%	72.92%	27.08%
Credit-Special Admit	76.34%	23.66%	76.90%	23.10%	78.16%	21.84%	78.01%	21.99%
Total	68.44%	31.56%	70.01%	29.99%	70.12%	29.88%	71.92%	28.08%

	2021-2022 TOTAL	2021-2022 SAC	2021-2022 SCC	2022-2023 TOTAL	2022-2023 SAC	2022-2023 SCC	2023-2024 TOTAL	2023-2024 SAC	2023-2024 SCC	2024-2025 TOTAL	2024-2025 SAC	2024-2025 SCC
Special Admit	940.72	718.16	222.56	1,334.45	1,026.14	308.31	1,625.49	1,270.48	355.01	1,673.39	1,305.35	368.04
Non-Resident FTES	446.18	318.95	127.23	514.49	354.23	160.26	605.52	419.97	185.55	692.87	498.46	194.41
Non-Credit Inmates in Correctional Facilites	875.90	313.45	562.45	791.57	341.17	450.40	812.56	443.75	368.81	806.48	330.24	476.24

NOTE: *(F) Factored on primary terms*

	Changes in Growth Compared to 2020-21 (RECALC)		Changes in Growth Compared to 2021-22 (RECALC)		Changes in Growth Compared to 2021-22 (RECALC)		Changes in Growth Compared to 2022-23 (RECALC)	
Growth Total District % (+/-)	3.43%		4.16%		6.26%		6.96%	
Growth Total % (+/-) by Campus	5.48%	-0.76%	6.55%	-1.01%	6.43%	5.86%	9.70%	0.52%

Changes in Reported FTES Over Time (10-years)

Reported FTES	P1 (Jan 15) SAC	P1 (Jan 15) SCC	P2 (April 20) SAC		P2 (April 20) SCC		Annual-P3 (July 15) SAC			Annual-P3 (July 15) SCC			Recal (Nov 1) SAC			Recal (Nov 1) SCC		
2015/16	20,660.63	8,630.30	20,357.45	↓	8,531.95	↓	20,334.17	↓	↓	8,567.26	↑	↓	*NR*			*NR*		
2016/17	19,773.70	8,501.29	20,133.58	↑	8,798.13	↑	19,107.19	↓	↓	8,410.12	↓	↓	*NR*			*NR*		
2017/18	20,459.22	8,548.43	20,261.18	↓	8,913.20	↑	20,442.47	↑	↓	8,936.07	↑	↑	*NR*			*NR*		
2018/19	18,463.87	7,884.64	19,205.61	↑	7,866.79	↓	18,004.50	↓	↓	7,879.30	↑	↓	18,024.49	↑	↓	7,901.03	↑	↑
2019/20	19,660.97	8,537.50	17,980.52	↓	8,330.73	↓	18,515.41	↑	↓	8,507.95	↑	↓	18,517.90	↑	↓	8,511.08	↑	↓
2020/21	16,161.20	8,429.74	16,451.16	↑	8,148.59	↓	16,733.32	↑	↑	8,229.58	↑	↓	17,002.12	↑	↑	8,331.62	↑	↓
2021/22	17,104.59	8,205.05	16,957.29	↓	7,847.22	↓	16,943.23	↓	↓	7,810.77	↓	↓	17,934.31	↑	↑	8,268.67	↑	↑
2022/23	17,780.59	7,867.87	17,844.38	↑	7,758.58	↓	19,069.98	↑	↑	8,155.10	↑	↑	19,108.83	↑	↑	8,185.24	↑	↑
2023/24	20,131.97	9,063.42	20,459.04	↑	8,913.36	↓	20,400.25	↓	↑	8,687.66	↓	↓	20,338.07	↓	↑	8,664.77	↓	↓
2024/25	22,346.44	8,767.01	21,949.27	↓	9,150.21	↑	22,023.51	↑	↓	8,644.50	↓	↓	22,310.48	↑	↓	8,709.87	↑	↓
Compared to				P1		P1		P2	P1		P2	P1		P3	P1		P3	P1

NR - No Recal submitted in these years.

Changes in Reported FTES Over Time (10-years) - Backed Out Summer Shift

Reported FTES	P1 (Jan 15) SAC	P1 (Jan 15) SCC	P2 (April 20) SAC		P2 (April 20) SCC		Annual-P3 (July 15) SAC			Annual-P3 (July 15) SCC			Recal (Nov 1) SAC			Recal (Nov 1) SCC		
2015/16	20,660.63	8,630.30	20,357.45	↓	8,531.95	↓	20,334.17	↓	↓	8,567.26	↑	↓	*NR*			*NR*		
2016/17	19,773.70	8,501.29	20,133.58	↑	8,798.13	↑	19,107.19	↓	↓	8,410.12	↓	↓	*NR*			*NR*		
2017/18	20,459.22	8,548.43	20,261.18	↓	8,913.20	↑	19,500.13	↓	↓	8,485.50	↓	↓	*NR*			*NR*		
2018/19	18,463.87	7,884.64	19,205.61	↑	7,866.79	↓	18,946.84	↓	↑	8,329.87	↑	↑	18,024.49	↓	↓	7,901.03	↓	↑
2019/20	19,660.97	8,537.50	17,980.52	↓	8,330.73	↓	18,515.41	↑	↓	8,507.95	↑	↓	18,517.90	↑	↓	8,511.08	↑	↓
2020/21	16,161.20	8,429.74	16,451.16	↑	8,148.59	↓	16,733.32	↑	↑	8,229.58	↑	↓	17,002.12	↑	↑	8,331.62	↑	↓
2021/22	17,104.59	8,205.05	16,957.29	↓	7,847.22	↓	16,943.23	↓	↓	7,810.77	↓	↓	16,999.72	↑	↓	7,896.02	↑	↓
2022/23	17,780.59	7,867.87	17,844.38	↑	7,758.58	↓	19,069.98	↑	↑	8,155.10	↑	↑	18,946.94	↓	↑	8,090.22	↓	↑
2023/24	20,131.97	9,063.42	20,459.04	↑	8,913.36	↓	20,400.25	↓	↑	8,687.66	↓	↓	21,031.22	↑	↑	8,930.77	↑	↓
2024/25	22,346.44	8,767.01	21,949.27	↓	9,150.21	↑	22,023.51	↑	↓	8,644.50	↓	↓	22,713.81	↑	↑	8,911.54	↑	↑
Compared to				P1		P1		P2	P1		P2	P1		P3	P1		P3	P1

NR - No Recal submitted in these years.

California Community Colleges
Full-Time Faculty Obligation
Fall 2025 Compliance Form

District

Rancho Santiago

Full-Time Equivalent Faculty (FTEF) Calculation

Full-time equivalent faculty indicates the full-time load factor associated with each assignment. A regular full-time load is considered to be 100% and expressed as 1.0 FTEF. A half-time load is considered 50% and is expressed as 0.5 FTEF.

Full-Time FTEF, calculated per Title 5 section 53309	FTEF	
Regular assignment -full-time faculty credit instruction excluding overload	274.62	
Include sabbatical, released/reassigned time, paid medical leave, unpaid leave, and late retirement		
Classified staff regular assignment - credit instruction	-	
Administrative staff regular assignment - credit instruction	-	
Noninstructional activities of counselors, librarians, and other faculty	73.38	
Total Full-Time FTEF		348.00
Part-Time FTEF, calculated per Title 5 section 53310		
Credit instruction and noninstructional activities	288.38	
Exclude any workload attributed to replacing full-time faculty for sabbatical, released/reassigned, paid medical leave, unpaid leave, and for late retirement	-	
Total Part-Time FTEF		288.38
Total FTEF		636.38
Progress Toward Goal of 75% of Classroom Instruction Taught by Full-Time Faculty		55%

Fall 2025 FON Compliance

The Board of Governors, at their November 2024 meeting, fully implemented the FON for Fall 2025.

Full-time faculty obligation	315.40
Over(Under) full-time faculty obligation	32.60
Does the district meet or exceed the Fall 2025 full-time faculty obligation?	In Compliance

Estimated Penalty

If a district has incurred a penalty, the district will receive an invoice for the penalty amount.

Statewide average replacement cost:	$ 92,322
Estimated penalty is the statewide average replacement cost multiplied by deficiency in meeting the full-time faculty obligation.	$ -

Please complete and return this form as a PDF by November 1, 2025 to fiscalstandards@cccco.edu

District Executive Officer (*CEO, CBO, or CHRO*):
I hereby certify that the information above is true and correct to the best of my knowledge.

Printed Name, Title: Marvin Martinez, Chancellor

Date: 10/1/2025

Digital Signature:

District Administrative Contact Information:

Name & Title: Iris I. Ingram, Vice Chancellor, Business Services

Email: ingram_iris@rsccd.edu

Phone: 714-480-7340

FULL-TIME FACULTY OBLIGATION
COMPLIANCE REPORT
RANCHO SANTIAGO CCD

		Fall 2025 FON			Fall 2024 FON		
		DO	SAC	SCC	DO	SAC	SCC
1	Total full-time equivalent faculty (FTEF) attributable to instructional and noninstructional Full-time Faculty based on Title 5 Sections 53302 and 53309	274.62	189.18	85.43	279.82	190.62	89.20
	Non-instructional activities of counselors, librarians, and other faculty	73.38	47.82	25.57	76.18	50.38	25.80
		348.00	237.00	111.00	356.00	241.00	115.00
			68.10%	*31.90%*		*67.70%*	*32.30%*
2	Total FTEF attributable to instructional and noninstructional Part-Time Faculty based on Title 5 Sections 53301 and 53310	288.38	206.47	81.91	269.96	191.62	78.34
3	Total FTEF for Full-Time Faculty and Part-Time Faculty (line 1 + line 2)	636.38	443.47	192.91	625.96	432.62	193.34
4	Percentage of FTEF attributable to Full-Time Faculty (line 1/line 3)	55%	53%	58%	57%	56%	59%
5	Full-Time Faculty Obligation	315.4			289.4		
6	Difference between Full-time Faculty Obligation and Total Full-Time faculty (line 1 minus line 5)	32.60			66.60		
	Average cost of replacement (negative on line 6 x average replacement cost) (penalty)	-			-		

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 7
Human Resources

AR 7400 Travel

References:

Education Code Section 87032
2 Code of Federal Regulations Part 200.474

The Chancellor has designated authority for approval of travel requests to the Vice Chancellors and Presidents for employees in each of their respective areas. The travel requests may be for attendance at meetings, workshops, conferences, trainings or conventions that are within the scope of the employee's job assignment. The Chancellor must approve **in advance** all travel outside of the United States.

Employee travel will be reimbursed for actual, necessary, and reasonable expenses up to approved amounts as described in this Administrative Regulation and may be subject to additional limitations established by staff development or other funding sources.

The district retains the right to direct employees to attend relevant conventions or conferences.

Mileage:

Employees required to use their personal automobiles for travel within or outside the district to carry out their job assignments may receive reimbursement for business mileage incurred in accordance with the following guidelines:

1. Reimbursement for such business mileage shall be at the prevailing IRS standard rate.
2. All employees driving on district business shall take the most direct route possible.
3. Actual claimed business mileage driven will be reimbursed. Attach Google Maps or other similar online map printouts to support all mileage claims.
4. Employees requesting reimbursement must certify that their vehicle is covered by automobile insurance as required by district rules and regulations for Public Liability and Property damage.
5. A Mileage Reimbursement Claim form shall be filed with the District's Accounts Payable Department within 15 days following the month the mileage was incurred and only used when no other expenses are associated with the travel except related parking and tolls.
6. If any other travel-related expenses are incurred, the mileage reimbursement should be included on the Conference Request Claim form instead of using the Mileage Reimbursement Form.

Travel:

Employees authorized by the Chancellor, Vice Chancellors or Presidents to attend meetings, workshops, conferences, trainings or conventions may receive reimbursement for expenses incurred in accordance with the following guidelines:

1. A Conference Request Claim form must be completed, signed by the requestor, and required prior authorization signature obtained **before attendance** at any event. For any overnight stays within California, employees should fill out the last page of the form titled Hotel/Motel Transient Occupancy Tax Waiver to present upon check-in. Not all hotels accept the form, but when they do, it provides substantial savings to the district.
2. Allowable expenses associated with travel include only reasonable and necessary expenses: transportation, lodging, registration, meals not covered by conference registration and during the period of travel, car rentals, ground transportation (including Uber, Lyft or other rideshare transportation) fares (including gratuity not to exceed 20% of the fare), parking, mileage and other miscellaneous incidental charges such as minor supplies, postage, reproduction costs, telephone and electronic communication expenses with documentation of the business necessity.
    a. **All** expenses should be the most economical and must be authenticated by the original itemized receipts, other than meals.
    b. Transportation expenses must be the lowest economical and class roundtrip airfare using only commercial carriers for travel, or mileage not to exceed lowest economical roundtrip airfare, unless specifically approved **in advance** by the Chancellor, Vice Chancellor or President with documentation of the business necessity.
    c. As each airline's options differ and are continuously changing, employees shall confirm that the fare booked is the particular airline's lowest economical fare. The district will not cover additional fees such as extra legroom, early check-in fees, exit row upgrades, additional baggage fees over a single checked bag plus a single carry-on bag if applicable, or any other upgraded or additional costs. Any upgraded or additional costs are personal expenses and will not be reimbursed.
    d. If traveling with supplies, equipment or other heavy materials required for participation in the conference or event, employees should consider the cost of other courier or shipping methods to determine if it is less costly than checking additional bags (Purchasing Services department can assist with these options). In either case, documentation of the business necessity for this additional cost is required.
    e. No reimbursements shall be made for tips/gratuities other than as noted in this Administrative Regulation, trip insurance, valet parking, personal expenses including telephone calls and entertainment expenses, or the purchase of alcoholic beverages.
    f. Car rentals must be booked based on the most economical class of vehicle for the number of people traveling together. The District will not reimburse for premium or luxury vehicles or any other upgrades or additional costs.
    g. Lodging for conferences within 50 miles of the District Office or College site is **not allowable** unless specifically approved **in advance** by the Chancellor, Vice Chancellor or President with documentation of the business necessity.
    h. Lodging expenses are reimbursed for the actual dates of the approved conference. The night before or the night the conference ends may be

reimbursed if specifically approved **in advance** by the Chancellor, Vice Chancellor or President with documentation of the business necessity.

i. The district shall not pay for lodging that exceeds the published standard single occupancy room rate for conferences. Most conferences offer a block of rooms at a reduced rate to those who book early, it is recommended that employees plan accordingly to book at the lower rates. Employees should also ask if a government rate is available and less expensive.

j. The district does not allow business lodging booked from vacation rental companies such as Airbnb, VRBO, etc.

3. Travel advances may be requested for the following:
   a. Transportation, registration, and lodging payable directly to the third party vendor can be paid in full.
   b. Cash advances to the employee may also be requested ~~only~~ for any costs that will be incurred **prior** to travel~~, and are limited to 75% of the total approved estimated expenses, including any expenses paid directly to vendors~~. Other costs that will be incurred during travel will be reimbursed upon return.
   c. Travel advances will not be authorized for any employee whose expenses will be reimbursed by outside funding or for any employee who has not reconciled prior travel advances with the district.
   d. Air travel and lodging expenses are typically arranged on the Internet and charged to the employee's credit card. As an alternative employees may book through the District's authorized travel agency (For more information, see the FAQs on the Accounts Payable website). Booking through the travel agency will increase the total amount by at least $35 per transaction, the travel agency service fee.
   e. The district shall not contract with a travel agency owned or partially owned by an employee or a relative of an employee of the district. Further, the district shall not contract with an employee of a travel agency who is also an employee or a relative of an employee of the district.
   f. Prepayments or advances for conferences paid with grant or categorical funds is not allowable when the payment and conference dates cross fiscal years without documentation of the specific authorization by the grant.
   g. If using the District's authorized travel agency to book air travel, please submit a purchase requisition in Colleague for the air travel and submit a scanned **copy** of your approved Conference Request Claim form to the District's Purchasing Services Department via email to purchasing@rsccd.edu.
   h. For all other travel/cash advances, a purchase requisition is not needed. Please submit one (1) **copy** of your approved Conference Request Claim Form to the District's Accounts Payable Department via interoffice mail. Include a copy of the conference agenda. Also include the invoice if requesting a travel advance payable directly to a third party vendor. If requesting a cash advance, include all travel confirmations/documentation of payment ~~that equals the total estimated expenses~~.
   i. Travel advances must be submitted 15 business days in advance to allow time for processing.

4. In accordance with IRS Publication 463, meal allowances are applicable only when travel requires absence from home or the district overnight during a usual and customary meal period. Meal allowances will not be provided for conferences or meetings where no overnight stay occurs.

   For members of Chancellor's Cabinet, reasonable and necessary business meals should be charged to the district-issued credit card and supported by original receipts and proper documentation in accordance with the signed cardholder agreement.

   For all other district employees, all meals for which expenses are actually incurred shall be paid at the per diem rate per meal using the current single low-level IRS rate. For fractional parts of a day that do not require overnight travel (i.e. the first day of a conference or the final day of a conference in which there was an overnight stay. For example, a conference ends at noon and you return home by 5 PM, a per diem for dinner would not be allowable), the appropriate meal expenses shall be reimbursed.
   a. The intent of travel meal reimbursement is to cover the incremental expense of having to eat out and not having the ability to eat at home. It is not intended to cover the entire cost of the meal.
   b. When the cost of meals is included in a registration fee, separate reimbursement for the covered meals is **not allowed**. If the employee decides to purchase a meal instead of the included meal, this is a personal expense and will not be reimbursed.
   c. No receipts are required for meal reimbursement. The District instead will reimburse employees using the IRS per diem rates as noted above.

5. Within fifteen (15) business days of returning from travel, the original Conference Request/Claim form must be reviewed and approved by the Immediate Management Supervisor to account for all expenses, and submitted via interoffice mail to the District's Accounts Payable Department
   a. A claim form should include a check payable to RSCCD if the amount of expenses claimed are less than the amount advanced to the employee and should be submitted to the District's Accounts Payable Department within fifteen (15) business days from returning.
   b. The claims for reimbursement **must include** original itemized receipts for **all** expenses incurred by the employee (except meals) including registration, transportation, lodging, car rental, airport/hotel parking, etc., along with a copy of the conference agenda and memo of explanation for miscellaneous expenses or any exceptions explaining the business necessity with the Immediate Management Supervisor approval.
   c. Only allowable expenditures up to the amount authorized will be reimbursed.

Responsible Manager: Assistant Vice Chancellor of Fiscal Services

Revised:	**February 16, 2016**
Revised:	**October 3, 2016**
References Updated:	**November 7, 2016**
Revised:	**July 10, 2017**
Revised:	**April 1, 2019**

Revised:	**March 23, 2020**
Revised:	**November 1, 2021**
Revised:	**XXX**

Vacant Funded Positions for FY 2025-26- Projected Annual Salary and Benefits Savings
As of November 3, 2025

Fund	Management/ Academic/ Confidential	EMPLOYEE ID#	Title	Site	Effective Date	Annual Salary	Notes	Vacant Account	2025-26 Estimated Annual Budgeted Sal/Ben	Total Unr. General Fund by Site
11	Khechoomian, Gayane	2621326	Manager Employee Relations and District Investigations	District	4/4/2025	170,299	CL25-01167	11-0000-673000-53110-2110	250,667	
11	Principal HR Analyst(Reorg1471)	Reorg1471	Principal Analyst Human Resources (Reorg1471)	District	7/1/2025	131,106		11-0000-673000-53110-2110	207,949	
11	Vega, Kennethia	1029586	Assistant to Vice Chancellor,Business Services	District	11/20/2025	79,708	CL25-01224 - interim Barbara Yniguez	11-0000-660000-54111-2120	122,963	864,273
11	Waters, David	2579077	Chief District Safety and Security	District	8/1/2025	181,964	Both Michael Jensen 1167609 & Francisco Prado#1327363 will share interim Chief position50% until 12/31/25	11-0000-677000-54161-2110-50% 11-0000-695000-54161-2110-50%	282,694	
11	Sergeyeva, Larisa	2453059	Dean, Human Services & Technology	SAC	1/20/2025	234,083	Interim Valerius, Matthew#2679434 7/1/25-6/30/26	11-0000-601000-15705-1210	315,592	315,592
11	Trone, Jinhee	1025078	Instructor, Accounting	SAC	6/7/2026			11-0000-050200-15115-1110		
11	Cuellar, Estela	1028371	Director, Special programs	SCC	12/22/2023	138,748		11-3230-619000-25210-2110	217,511	
11	Reorg#1418 Director Campus Budget & Accounting	Reorg#1418	Director Campus Budget & Accounting	SCC	7/1/2025	156,245		11-0000-679000-27105-2110	242,226	
11	Duenas, Gabriel	1030942	Custodial Supervisor	SCC	4/28/2025	122,238		11-0000-653000-27200-2110	188,355	1,004,462
11	Jordan, Loretta	1028234	Assistant Vice President Student Services	SCC	6/30/2025	262,586		11-0000-649000-29050-1210	356,370	
						1,476,977			**2,184,328**	
Fund	**Classified**	**EMPLOYEE ID#**	**Title**	**Site**	**Effective Date**	**Annual Salary**	**Notes**		**2025-26 Estimated Annual Budgeted Sal/Ben**	**Total Unr. General Fund by Site**
11	Application Specialist IV (Reorg1470)	Reorg1470	Application Specialist IV	District	7/1/2025	137,873		11-0000-678000-54144-2130	212,046	
11	Castillo, Leslie	1825367	Administrative Clerk	District	7/31/2025	62,582		11-0000-673000-53110-2130	107,445	
11	Eng, Gregory	2258588	P/T Reprographics Technician	District	1/3/2024	26,670		11-0000-677000-52500-2310	36,341	
14%-fd 11 86%-fd 12	Information Security Specialist (Reorg14	Reorg1430	Information Security Specialist	District	7/1/2025	18,384		11-0000-678000-54145-2130-14% 12-2141-678000-54145-2130-86%	28,584	
11	Procurement Specialist (Reorg1447)	Reorg1447	Procurement Specialist (Reorg1447)	District	7/15/2024	67,571	Reorg#1447 Changed position to Procurement Specialist	11-0000-677000-54151-2130	117,240	
11	Maa, Ray	1025044	Network Specialist IV	District	12/31/2024	131,309	OOC Lammoglia,Fernando#2338935 Eff:7/1/25-12/31/25	11-0000-678000-54145-2130	204,148	1,670,390
11	Martinez, Loretta	1030580	Senior Clerk/Communication Dispatcher	District	9/21/2025	69,378		11-0000-677000-54164-2130-50% 11-0000-695000-54164-2130-50%	126,670	
11	Network Specialist III (Reorg1429)	Reorg1429	Network Specialist III	District	7/1/2025	106,003		11-0000-678000-54145-2130	169,642	
11	Palomares, Vanessa	1851190	Business Services Coordinator	District	10/19/2022	105,422		11-0000-701000-53350-2130	168,825	
11	Senior Communications Dispatcher (Rec	Reorg1436	Senior Communications Dispatcher	District	7/1/2025	59,430		11-0000-677000-54164-2130-50% 11-0000-695000-54164-2130-50%	106,143	
11	Senior District Safety Officer(Reorg1437	Reorg1437	Senior District Safety Officer	District	7/1/2025	74,847		11-0000-695000-54167-2130	127,161	
11	Senior District Safety Officer(Reorg1469	Reorg1469	Senior District Safety Officer	District	7/1/2025	74,847		11-0000-695000-54166-2130	127,399	
11	Tran, John	1030000	Media Systems Electronic Technician, Lead	District	12/29/2023	83,342	WOC Stephen Avila#2322397 7/1/25-12/31/2025	11-0000-678000-54142-2130	138,745	
	Adomo, Jessy	2205622	Skilled Maintenance Worker	SAC	2/19/2025	67,571		11-0000-651000-17400-2130	117,240	
	Applewhaite, Neal	2814213	Custodian(GY)	SAC	3/24/2025	63,886		11-0000-653000-17200-2130	122,338	
56%-fd 11 44%-fd 12	Barriere, Helen	2640394	Student Services Coordinator-MESA	SAC	3/21/2025	54,030		11-2470-633000-15340-2130-56% 12-2470-633000-15340-2130-44%	80,373	
11	Boster, Toinette	1029574	Division Administrative Assistant	SAC	6/30/2025	99,074	OOC Palafox, Anay#2299314 Eff:7/1/25-6/30/26	11-0000-601000-15716-2130	169,015	
11	Chatman, Daniel	2740296	Custodian	SAC	6/25/2025	63,886		11-0000-653000-17200-2130	118,237	
11	Chavac, Liza	2773143	Research Analyst	SAC	5/30/2025	103,316		11-0000-679000-11600-2130	158,615	
11	Chavarria, Kathy	2768065	P/T Admissions/Records Specialist I	SAC	12/8/2024	24,246		11-0000-620000-18100-2310	25,349	
11	Dam, Amy	2836066	Administrative Secreatry	SAC	2/3/2025	82,423		11-0000-679000-11501-2130	124,742	
11	Garcia, Jose	1026942	P/T Custodian	SAC	4/1/2024	22,118		11-0000-653000-17200-2310	23,124	
11	Garcia, Sara	1212917	Administrative Secretary	SAC	5/13/2025	74,741		11-0000-709000-11300-2130	124,213	
11	Hernandez, Eric	1027374	P/T Custodian	SAC	5/1/2022	22,118		11-0000-653000-17200-2310	30,138	
36%-fd 11 64%-fd 12	Maldonado, Vanessa	1687210	Instructional Center Technician	SAC	2/17/2025	20,072		11-0000-499900-19510-2210-36% 12-2412-499900-19510-2210-64%	31,678	2,338,366
11	Mejia, Joanne	1233047	Administratice Clerk	SAC	5/12/2025	76,791	WOC Aguirre, Jerilyn#2383176 Eff:8/18/25-6/30/26	11-0000-601000-15705-2130	138,632	
35%-fd 11 65%-fd 31	Miranda Zamora, Cristina	1339369	Auxiliary Services Specialist	SAC	11/19/2019	22,661		11-0000-699000-14121-2130-35% 31-0000-691000-14121-2130-65%	39,687	
11	Naguib-Estefanous, Nancy A	2018465	Senior Clerk	SAC	10/2/2022	59,429		11-0000-646000-19405-2130	106,139	
11	Osuna, Maria	2229410	High School & Community Outreach Specialist	SAC	8/11/2025	33,060		11-0000-649000-18100-2310	45,048	
11	Powers, Jennica	2778085	Research Analyst	SAC	6/1/2025	103,316		11-0000-679000-11600-2130	176,100	
11	Razo, Mariano	1029552	Custodian	SAC	3/25/2024	55,134		11-0000-653000-17200-2130	100,282	
25%-fd 11 75%-fd 12	Reimer, Tracy	1417177	Counseling Assistant	SAC	2/17/2025	13,255		11-2250-643000-19300-2130-25% 12-2250-643000-19300-2130-64% 12-2090-643000-19300-2130-11%	24,093	
11	Santamaria, Mark	1028966	HVAC Mechanic	SAC	11/2/2024	74,847	Termed Ramos, Edward#2919448 Eff:8/25/25.Hired CL25-01168 Ramos, Edward#2919448 Eff:8/25/25	11-0000-651000-17400-2130	127,161	
11	Serna, Ashley	2039756	Intermediate Clerk	SAC	4/15/2025	61,389	CL25-01188	11-0000-631000-15310-2130	96,062	
40%-fd 11 60%-fd 12	Student Services Specialist	REORG#1190	Student Services Specialist	SAC	12/29/2019	25,898	Reorg#1190 (Nguyen, Cang#1030027)	11-0000-632000-19510-2130-40% 12-2416-632000-19510-2130-60%	45,357	
11	Talarico, Chistina	2237788	Division Administrative Assistant	SAC	11/21/2024	88,901		11-0000-601000-15105-2130	156,446	
11	Taylor, Katherine A.	1028961	P/T Admissions/Records Specialist I	SAC	10/1/2020	23,656		11-0000-620000-19205-2310-30% 11-2410-620000-19205-2310-70%	32,234	
11	Urbina, Vanessa	2347469	Division Administrative Assistant	SAC	8/1/2025	72,666		11-0000-601000-15505-2130	126,061	
11	Calderon, Alfredo	1586163	Gardener/Utility Worker	SCC	9/2/2025	25,599		11-0000-655000-27300-2310	26,764	
11	Ceja, Daniel	1100167	Lead Custodian	SCC	5/19/2025	77,487	WOC Ramirez, Margarito#2443392 Eff:7/1/25-11/30/2025	11-0000-653000-27200-2130	140,883	
30%-fd 11 70%-fd 12	DelaTorre, Irma	1027036	Administrative Clerk	SCC	12/31/2024	19,424		12-1542-649000-29905-2130-70% 11-0000-645000-29905-2130-30%	34,019	
11	Espinoza, Laura	1027423	Curriculum Specialist	SCC	8/19/2025	81,397		11-0000-601000-25051-2130	139,257	
60%-fd 11 40%-fd 12	Gardea, Maria Adilene	1292404	Adminstrative Clerk	OEC	5/12/2024	33,182		11-0000-620000-28100-2130-60%, 12-1102-620000-28100-2130-23% 12-2462-620000-28100-2130-17%	57,799	
60%-fd 11 40%-fd 12	Gaston, Vanessa	1029787	P/T Adminstrative Clerk	OEC	4/13/2025	17,563		11-0000-620000-28100-2310-60%, 12-1102-620000-28100-2310-40%	23,931	1,263,697
11	Gilbert, Jessica	1905429	PT Administrative Clerk	SCC	12/31/2023	27,880		11-0000-601000-25051-2310	37,989	
11	Karimpour, Jennifer	1679262	Auxiliary Services Specialist	SCC	11/1/2024	64,745		11-0000-691000-24126-2130	113,387	
11	Luna, Miguel	2098323	Student Services Coordinator	SCC	9/18/2025	99,894		11-0000-631000-29325-2130-50% 11-0000-633000-29325-2130-50%	169,811	
11	Nguyen, Jay	1062155	P/T Admission & Records Specialist I	SCC	10/31/2023	23,655		11-0000-620000-29110-2310	32,232	
11	Orozco-Barriga, Carlos	2282309	P/T Custodian	SCC	3/14/2025	22,118		11-0000-653000-27200-2310	30,138	
11	Ruesga, Elias	2090990	Custodian (GY)	OEC	4/11/2025	65,372		11-0000-653000-28100-2130	113,209	
11	Sura, Alma	1030200	Instructional Center Technician	OEC	3/3/2025	71,234		11-0000-110100-25350-2210	132,357	
11	Tran, Kieu-Loan T.	1030029	Admission Records Specialist III	SCC	3/1/2020	64,745		11-0000-620000-29100-2130	113,387	
11	Zul, Armida	1029218	Custodian	OEC	9/30/2024	53,852	CL25-01125	11-0000-653000-28100-2130	98,534	
						3,174,288			5,272,453	
TOTAL						**4,651,265**			**7,456,780**	

Rancho Santiago Community College
FD 11/13 Combined -- Unrestricted General Fund Cash Flow Summary
FY 2025-26, 2024-25, 2023-24
YTD Actuals- October 31, 2025

FY 2025/2026	July Actual	August Actual	September Actual	October Actual	November Actual	December Actual	January Actual	February Actual	March Actual	April Actual	May Actual	June Actual	
Beginning Fund Balance	$101,397,475	$118,397,435	$102,980,292	$102,423,762	$83,316,502	$83,316,502	$83,316,502	$83,316,502	$83,316,502	$83,316,502	$83,316,502	$83,316,502	Total
Total Revenues	33,882,478	5,192,837	21,697,262	10,877,748	0	0	0	0	0	0	0	0	71,650,325
Total Expenditures	16,882,518	20,609,981	22,253,792	29,985,008	0	0	0	0	0	0	0	0	89,731,298
Change in Fund Balance	16,999,960	(15,417,144)	(556,530)	(19,107,260)	0	0	0	0	0	0	0	0	(18,080,973)
Ending Fund Balance	118,397,435	102,980,292	102,423,762	83,316,502	83,316,502	83,316,502	83,316,502	83,316,502	83,316,502	83,316,502	83,316,502	83,316,502	

FY 2024/2025	July Actual	August Actual	September Actual	October Actual	November Actual	December Actual	January Actual	February Actual	March Actual	April Actual	May Actual	June Actual	
Beginning Fund Balance	$108,927,679	$113,085,702	$101,086,771	$91,653,213	$78,119,390	$77,033,785	$90,289,535	$84,911,303	$78,359,641	$75,133,044	$82,781,649	$67,396,799	Total
Total Revenues	19,472,410	7,948,041	12,511,262	8,911,894	24,669,507	35,190,919	15,440,007	15,578,467	21,020,528	30,233,290	14,459,329	79,548,729	284,984,384
Total Expenditures	15,314,386	19,946,973	21,944,820	22,445,717	25,755,112	21,935,168	20,818,240	22,130,129	24,247,125	22,584,685	29,844,179	45,548,053	292,514,588
Change in Fund Balance	4,158,023	(11,998,932)	(9,433,557)	(13,533,824)	(1,085,605)	13,255,750	(5,378,232)	(6,551,662)	(3,226,597)	7,648,605	(15,384,850)	34,000,676	(7,530,204)
Ending Fund Balance	113,085,702	101,086,771	91,653,213	78,119,390	77,033,785	90,289,535	84,911,303	78,359,641	75,133,044	82,781,649	67,396,799	101,397,475	

FY 2023/2024	July Actual	August Actual	September Actual	October Actual	November Actual	December Actual	January Actual	February Actual	March Actual	April Actual	May Actual	June Actual	
Beginning Fund Balance	$69,995,934	$71,193,146	$61,145,109	$63,533,219	$60,187,237	$59,940,448	$71,637,035	$71,291,816	$63,539,135	$77,687,365	$84,911,330	$75,100,098	Total
Total Revenues	14,999,379	7,247,510	21,581,168	16,416,147	22,719,457	32,139,652	19,316,041	12,651,332	35,037,316	26,748,556	12,047,791	64,494,321	285,398,670
Total Expenditures	13,802,167	17,295,547	19,193,058	19,762,128	22,966,246	20,443,065	19,661,260	20,404,013	20,889,085	19,524,592	21,859,023	30,666,740	246,466,925
Change in Fund Balance	1,197,212	(10,048,037)	2,388,110	(3,345,982)	(246,789)	11,696,586	(345,219)	(7,752,681)	14,148,231	7,223,964	(9,811,231)	33,827,581	38,931,745
Ending Fund Balance	71,193,146	61,145,109	63,533,219	60,187,237	59,940,448	71,637,035	71,291,816	63,539,135	77,687,365	84,911,330	75,100,098	108,927,679	

Fiscal Resource Committee
Via Zoom Video Conference Call

DRAFT Meeting Minutes for October 15, 2025

FRC Members present:
- SAC: Bart Hoffman, Joanne Mejia, Tommy Strong, *Jennie Beltran for Claire Coyne*
- SCC: Tara Kubicka-Miller, Arlene Satele, Sara Gonzalez
- DO: Iris Ingram, Adam O'Connor, Sarah Fisher, Madeline Grant, Noemi Guzman,

FRC Members absent:
- SAC: Claire Coyne, Vaniethia Hubbard (alternate)
- SCC: Veronica Gonzalez, Veronica Munoz
- DO: None

Alternates present:
Thao Nguyen (alternate)

Guests present:
Jason Bui, Steven Deeley, Gina Huegli, Kelvin Leeds, Dr. Annebelle Nery, Enrique Perez, Mark Reynoso, Michele Samura, Barbie Yniguez (recorder)

1. **Welcome**

VC Ingram welcomed all to the meeting of the FRC and called the meeting to order at 1:32pm via zoom upon achieving quorum.

2. **State/District Budget Update – Iris Ingram**
   - SSC - Legislature Wraps up the 2025 Legislative Year
   - SSC - Federal Reserve Rate Cut
   - SSC - Governor's Pen Poised for Action
   - SSC - Finance Bulletin Shows Mixed Economic Signals
   - SSC - Newsom Signs Immigration Enforcement Notification Bill
   - SSC - BOG Approves 2026-27 System Request
   - SSC - FY 2026 Federal Budget Update
   - SSC - Ask SSC… Choosing the Right CPI for Smarter Bargaining
   - SSC - Federal Government Enters Partial Shutdown
   - SSC - ED Releases 2026-27 FAFSA Form
   - SSC - Economic Forecasts Home in on Jobs
   - CCC - Powering California's Economy: Investing in Students, Workforce, and Innovation
   - DOF - Finance Bulletin-September 2025

VC Ingram pointed out there are a number of attachments to the agenda under section 2. Gearing up for FY 2026-2027, in addition to information that helps explain the current fiscal year. Information from School Services Consulting explaining fiscal and financial issues at the state and federal level is included, as well as a bulletin from the State Department of Finance that is helpful and will be folded into the process of creation of budget assumptions for FY 2026-2027.

O'Connor pointed out the advocacy packet from the chancellor's office. One percent enrollment growth is being requested for next year. Significantly more was done in the current year, but attempting to pick up as much enrollment growth as possible. Also asking for current year, FY25-26, to be fully funded if funds were not enough – great news for our district. Also asking for legislative changes to the SCFF model. The credit FTES is funded on a 3-year average. If a district is in decline that is helpful to have the averaging; however, when a district is growing it is not helpful (only picking up one-third of the growth over the 3-year period). They are looking to change that to the higher of the current year amount, or the 3-year average. This would be very beneficial. They are also requesting to remove a district cap of 10 percent funded FTES growth. If the district grows considerably more, they would not be limited.

VC Ingram pointed out that was also part of their package in the current year although the legislature did not agree and it was not included in the final package. Efforts continue toward getting these items included. If they come to fruition, it will be beneficial in terms of growth as well as getting paid for all our FTES.

3. 2026-27 Draft Budget Calendar – ACTION

Next item requiring action, the tentative budget calendar, was brought last month. Approval is required this month.

A motion for approval of both the tentative and adopted budget calendars was brought by Kubicka-Miller and seconded by Hoffman.
There were no questions or discussion.
The motion passed unanimously via roll call vote.

4. Salaries & Benefits - % of Total Expenditures (Instructional vs Non-Instructional by Location)

VC Ingram presented a chart depicting by site the percentage of salaries and benefits as a percent of total expenditures. District-wide is just over 90 percent which is a good range; the amount should be kept between 80 to low 90's. Otherwise it is difficult to operate if all your funds are going toward salaries and benefits.

O'Connor presented the actuals from the last two fiscal years (23-24, 24-25) and noted they touch over 90 percent. The adopted budget for the current year is less at 88.12 percent. It was pointed out that not all bargaining units had settled as of the adopted budget so there was a set-aside for potential settlements in the institutional costs which will be distributed to all three budget centers once that has happened. Because that is temporarily set aside in the institution costs, it is not shown as salary and benefit costs as of the adopted budget. If distributed, this percentage would be closer to 88.5 percent. Also note these are the actuals at the end of the year. In the FY23-24 adopted budget there was a percentage of only 84.85 percent and at 24-25 adopted budget it was 89.48 percent. In both cases the final number was greater than the budget. That said, it is likely the percentage will increase before the end of the fiscal year.

Grant asked two questions with regard to the budget:

1. The set aside (to clarify) was for the contracts that were not yet settled, and that money would be distributed to the campuses for CSEA, 579, and CEFA?
    a. O'Connor agreed with the above and noted it would also include management.
2. With regard to the possible increase to the 88 percent. JBC had not finalized all decisions regarding benefits. Does the adopted budget include the increase in benefit costs? Grant noted the average increase was 11.5 percent but asked whether an increase seen later would be that large or marginal.
    a. O'Connor answered that, no, the assumptions do include a cost increase. It may not cover the entire cost, but yes the cost increase was anticipated.
    b. VC Ingram answered there will be a marginal increase and that it will be for a portion of the year.

Kubicka-Miller asked for clarification concerning why there tends to be an increase from the amount in the adopted budget to when actuals are received. O'Connor answered that it can be many things, but vacancies and hiring often have an impact. Historically, colleges have under budgeted their adjunct faculty and that cost comes in considerably higher than the budget, this would be the main factor. VC Ingram also pointed out the timing for receipt of actuals vs. the budget as a projection at a certain point of time.

No other questions were asked. This was not an action item – information only.

5. FRC Committee 2024-25 Accomplishments and 2025-26 Goals – ACTION

ACTION: Review of accomplishments for FY24-25 and adoption of goals for FY25-26. (reference pg 68-69 of package)

O'Connor had additions to page 68:

FY24-25 Accomplishments

- Developed District Budget Calendar.
- Reviewed, evaluated and updated the Budget Allocation Model (BAM) based on the Student Centered Funding formula (SCFF).
- Solicited input from FRC on topics of interest and agendized each for discussion.
- Developed assumptions for the Tentative and Adopted Budgets.
- Discussed how FRC members should communicate with their constituents.

FY25-26 - Goals for the next year include:

- Develop District Budget Calendar.
- Review, evaluate and update as needed the Budget Allocation Model (BAM) based on the Student Centered Funding formula (SCFF).
- Develop assumptions for the Tentative and Adopted Budgets.

A motion to approve the accomplishments for FY24-25 and adoption of goals for FY25-26 was made by Hoffman with second by Kubicka-Miller. Discussion followed.

Kubicka-Miller shared POE discussion that there is no clear language existing for FRC that they are charged with reviewing board policies (BPs) or administrative regulations (ARs). Also was told that the Chancellors Cabinet will request that the FRC review AR 7400 and then go through the colleges. A look at the FRC webpage shows one responsibility is reviews and evaluates financial management processes. Should FRC add as a goal to either review the committee's responsibilities (as POE works on planning manual), and/or add a goal to look at any AR/BPs that are listed under FRC leadership names?

O'Connor agreed and suggested adding a fourth goal: Review and clarify the charge of FRC. This may need to follow POE's efforts, but this should be done at some point in time.

Grant circled back to Kubicka-Miller's comment regarding ARs and BPs because there are a variety that apply to processes and procedures related to fiscal. Those seem to be the ones not going through a review process and engagement in shared governance. As there is concern that shared governance is not being applied allowing everyone to weigh in, Grant suggested a fifth goal of developing a calendar of review of AR/BPs applying to the work done by FRC.

VC Ingram weighed in and stated the business owner is the actual operating unit determining when an AR or BP needs to be reviewed or taken to the Board. There are several for which business services is listed as the business owner. Those are primarily operational issues: how we do our business and when we do it.

It is also a function of workload and when revisions come up due to CCLC or a change in the law. This is not a cyclical process and changes year to year (in contrast to the budget calendar which does not change). ARs and BPs are a function of how quickly we can get to something and how quickly it must be reviewed and revised. It is a day-to-day operating decision.

O'Connor said if POE decides governance committees should look at the related policies and procedures we would need to determine which ARs are within the purview of FRC. If the financial processes are the charge of FRC, we would need to determine which ARs relate to that. For example, a human resources AR concerning travel has nothing to do with district financial processes. The draft document being discussed at POE mentions policies which do not fall under purview of a governance committee, and this would still need to determine appropriate college input thereby allowing opportunity for review.

Sarah Fisher requested clarification of shared governance vs. participatory governance. VC Ingram offered her interpretation and explained it is a function of philosophy. A number of people use "shared" while years ago the term was "participatory" because the belief was governance is not truly shared. Participation is that everyone has a voice and collaboration is what matters. In the end it is who has authority to enact and make the decision. It is not equally shared, but it is participated in by a number of groups. The terms are used interchangeably.

A vote was taken with amendment to the *original motion* of an additional goal to 2025-2026: Add the fourth goal to review and clarify the charge of FRC.
Vote was taken via roll call and passed unanimously.

6. **Standing Report from District Council – Tara Kubicka-Miller**

District council was canceled on October 6. No report.

7. Informational Handouts

- District-wide expenditure report link: https://intranet.rsccd.edu
- Vacant Funded Position List as of October 6, 2025
- Monthly Cash Flow Summary as of September 30, 2025
- SAC Planning and Budget Committee Agendas and Minutes
- SCC Budget Committee Agendas and Minutes

VC Ingram shared there are informational handouts and encouraged members to review the documents.

8. Approval of FRC Minutes – September 17, 2025

A motion by Guzman to approve the minutes of September 17, 2025, meeting as presented was seconded by O'Connor.
The motion passed with 9 yes and 3 abstentions.

9. Other

AR7400 Travel was discussed and will be brought back to FRC for formal action in November.

Difficulties which staff and faculty are experiencing were shared. It is felt by some that 75 percent travel advances (for expenses prior to travel) hurt some faculty and staff who wish to travel but do not have the means to do so. Kubicka-Miller pointed out as Senate president she experiences difficulty with travel. Grant would like to have the opportunity to have discussion with faculty to get their thoughts on the process. Jennie Beltran also shared her experience with the process and how it is inequitable at times.

The travel vendor, Away We Go Travel, is being consulted for alternatives.
There will be a series of emails issued to explain the advance process, airfare process via our vendor, etc. Issue of travel advance amount and how they are handled.

O'Connor went on record that he does not feel FRC is the appropriate committee for this action, but it was requested by Chancellor's Cabinet that review begin here.

Section 3b has been reviewed. The section provides that cash advances to employees may be requested for any cost incurred prior to travel. Other costs that will be incurred during travel will be reimbursed upon return. It was noted that travel advances for transportation, registration, and lodging can be paid in full directly to a third-party vendor. This has not changed and continues to be available.

VC Ingram reminded the committee removal of the limitation of 75% of approved expenses is a pilot project and there will be a report provided to Chancellor's Cabinet after several months to determine how it works. However, the issue of clearing advances and receiving receipts for reimbursable expenses remains. It is important to remember that these expenses are subject to audit.

It was determined that section H needs review because often times estimated expenses exceed actual incurred expenses and there have been instances where reimbursement from the employee to the district has become an issue.

Thao Nguyen shared that via audit of conference requests, it has been found that sometimes estimated expenses have been inflated. There have been instances where the 75 percent advance was funded to the attendee, and the final conference claim is not filed after conclusion of travel. This results in the Accounts Payable department having to attempt to collect funds due the district.

O'Connor does not understand why funds are needed months in advance of a conference for which no expenditures have been made and pointed out the hotel is paid at the end of the conference.
Upon return from travel, after the expense report is provided to Accounts Payable, and assuming all the required documentation is provided, reimbursement of allowable expenses is made within 10 days.

Section H requires update. The section is included as an additional handout posted on the webpage.

Meal per diems were also reviewed and an example will be added to the AR to clarify allowable meals.

The process of revision is this draft procedure comes as information to a governance committee, followed by review by both college councils, and then placement on FRC meeting for recommendation in November following by District Council in December.

This will be agendized for the November FRC meeting.

Kubicka-Miller sought clarification as to whether the argument coming from the business office is that when faculty (full-time or part-time) or classified employees travel for the district, they are expected to incur all costs up front from their own accounts and can only receive reimbursement.

O'Connor answered that is not what the AR states and that many things can be paid up front directly to vendors for example: Away We Go Travel (flights), registration fees are often paid directly to the vendor via a check and if paid by the attendee could be reimbursed, and it is sometimes possible a hotel can be paid in advance.

AR7400 only covers staff travel.

Student travel is handled by a different AR (4300) which does not provide any detail. SCC is the business owner of that AR it would be nice to work on improving that AR also. It was noted AR4300 covers Field Trips and Excursions.

O'Connor will update section H and the information will be posted to additional handouts later today.

Kubicka-Miller motioned to adjourn with second by Bart Hoffman. All in favor logged off the zoom meeting. The meeting concluded at 2:20pm.

Next FRC Committee Meeting: November 19, 2025, 1:30 – 3:00 pm